

SUBJECT: CERTIFICATION AND QUALIFICATIONS

- A. In accordance with applicable statutes, Rules of the Board of Regents and Regulations of the Commissioner of Education, each employee whose employment requires certification or other licensure shall inform the Superintendent of Schools immediately of any change in the status of his/her certification or licensure. The changes shall include, but not be limited to, the granting, revocation, upgrading, expiration, conversion and/or extension of these documents as to their periods of validity or their titles.
- B. The original certificates and/or licenses must be presented for examination and copying in the Office of the Superintendent of Schools as soon as they are available to the employee. The copies will be maintained in the employee's personnel file in support of the legitimate employment of each affected employee. The failure of any such employee to possess the required certification or other licensure may result in the discharge of that employee.
- C. Whether or not the district verifies an individual's certification or licensure does not waive the responsibility of the employee to maintain what is required for his/her assignment.

Qualification of Teachers

- A. All newly hired teachers in Title I programs who teach core academic subjects must be highly qualified as required by the Regulations of the Commissioner of Education. The term "core academic subjects" means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. A "highly qualified" teacher is one who has obtained full state certification as a teacher or has passed the state teacher licensing examination, holds a license to teach in the state and has at least a bachelor's degree and also must show subject matter competency in the subject they teach.
- B. The District is also required to provide to teachers who are not new to the profession the opportunity to meet the No Child Left Behind Act (NCLBA) requirement to be highly

(Continued)

SUBJECT: CERTIFICATION AND QUALIFICATIONS (Cont'd)

qualified, in part, through passing a High Objective Uniform State Standard of Evaluation (HOUSSE). The HOUSSE shall be an evaluation, prescribed by the New York State Education Department and conducted locally either during a pre-employment review or at the time of an Annual Professional Performance Review (APPR), that enables a teacher who is beyond the first year of teaching to demonstrate subject matter competency in all core academic subjects that the teacher teaches. The evaluation shall be based upon objective, coherent information as prescribed by the department and shall include, but not limited to, information on the teacher's education, credentials, professional experience and professional development.

- C. All candidates applying for a teaching certificate or license as a special education teacher shall, in addition to all other certification or licensing requirements, have completed enhanced course work or training in the area of children with autism.
- D. Enhanced training in the needs of autistic children shall also be completed by each certified school administrator or supervisor assigned to serve as a special education administrator. Such training shall be provided prior to, or as soon as practicable following, assignment as a special education administrator. Individuals serving as special education administrators shall complete such training by such date. The enhanced course work or training shall be obtained from an institution or provider approved by the department except that a school district or a Board of Cooperative Educational Services (BOCES) may provide such training as part of its professional development program.

Parent Notification

In accordance with the federal No Child Left Behind Act, the district is required to provide parents, upon request, with specific information about the professional qualifications of their children's classroom teachers. The following shall be provided by the district upon such requests:

- a) If the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he/she teaches;

POLICY

2017

6212

Personnel

3 of 3

SUBJECT: CERTIFICATION AND QUALIFICATIONS

- b) Whether the teacher is teaching under emergency or other provisional status through which the State qualifications or licensing criteria have been waived;
- c) The teacher's college major; whether the teacher has any advanced degrees and, and if so, the subject of the degrees; and
- d) If the child is provided services by any instructional aides or similar paraprofessionals and if so, their qualifications.

All requests shall be honored in a timely manner.

20 United States Code (USC) Section 7801(23)

34 Code of Federal Regulations (CFR) Sections 200.55 and 200.56

Education Law Sections 3001, 3001-a, 3004, 3006 and 3008

8 New York Code of Rules and Regulations (NYCRR) Subparts 52.21, 57-3, 80-1, 80-2, 80-3, 100.2(dd) and 100.2(o)

Adopted: 11/23/09

Revised: 1/9/17